



JOINT FORCES HEADQUARTERS-INDIANA
AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)
Open Statewide



(Indiana Air and Army National Guard)

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
15-050-A-Air		01 July 2015	15 July 2015
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122d Fighter Wing	Fort Wayne, IN	N/A	AMN - TSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Community Engagement Manager	TBD	E-2/AMN	E-6/TSgt
COMPATIBLE MILITARY ASSIGNMENT			
Air Force Specialty Code (AFSC) 3N075			
PERMANENT CHANGE OF STATION (PCS) FUNDING			
FUNDS MAY BE AVAILABLE			
MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION			
<input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u>			
<input checked="" type="checkbox"/> IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.			
<input checked="" type="checkbox"/> Open to Females .			
DUTIES AND RESPONSIBILITIES			
<p>Prepares, edits, and distributes public affairs program material. Determines best medium and message content to reach target audiences. Designs coordinated multimedia programs on topics of timely concern to management. Advises commanders at all levels and their staffs on the internal, media relations, and community relations implications of plans, policies, and programs. Applies communication theory and techniques to public affairs activities for more effective resource use. Provides means for two-way communication flow within the total communication environment. Establishes, promotes, and maintains the unit public affairs program to provide the widest coverage of unit-level policies, programs, and missions. Prepares and releases news for internal and civilian media. Establishes procedures for collecting, evaluating and distributing news and feature items. Plans layout and makeup, and arranges for printing base newspapers, periodicals, and guides. Writes and edits news, features, editorials, and other types of articles, and rewrites copy. Reviews material for compliance with local and Air Force policy and operational security. Maintains liaison with civilian media. Receives queries for news media, obtains information, coordinates answers, and gives response to news media. Establishes personal contact with local and regional news media. Receives visiting news media, makes arrangements for interviews, provides briefings, and escorts media representatives. Assists with news conferences, and sets up and operates media center for contingency operations. Writes and maintains accident and other contingency plans. Responds to accidents and incidents in a public affairs capacity. Supports Army and Air Force Home Town News Center program. Conducts community relations activities. Maintains liaison with local and regional civic leaders, local and regional government agencies, veterans and civic organizations, retirees, Reserve components, Air Force recruiters, and Air Force Reserve Officer Training Corps and Civil Air Patrol units. Develops promotional</p>			

material on military events of interest to surrounding civilian communities. Prepares material for presentation before civic groups, and arranges for and assists military speakers. Plans base tours, orientations and open houses for local community members.

GENERAL EXPERIENCE

Knowledge is mandatory of English composition, grammar, and spelling; research methods; interview techniques; regulations and directives concerning release of information; news writing; news editing; newspaper production; basic communication theory; and military-community relations techniques and practices.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Must have minimum score of 72 in the General area of the ASVAB
- Ability to start position and go to formal training immediately – Formal Training Required is 17 WEEKS
- Courses in Photography, Journalism, and Visual Information Production are desirable
- Absence of any speech impediment, the ability to read aloud and speak clearly and distinctly
- The ability to type 20 wpm
- Normal color vision
- AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- **Security Clearance:** Applicants must have or be able to obtain a **SECRET** security clearance.
- **Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- **Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.

Vice: Briner, Kurt

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- **Complete and SIGNED NGB Form 34-1.**
- **Applicants MUST submit PASSING fitness assessment CURRENT through closing date.**
- **Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**
- **Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.**

POC is SSG Estes: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 74013.

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement**. **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-4839, Email: ng.in.inarnng.mbx.mdihrweb@mail.mil Original signature will be required for EMAILED copies at the time of the interview.

Selecting Official: Col Patrick Renwick, 122FW/CC